



## Harriman Utility Board

### Electrical Distribution Engineer

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Reports to: Manager of Electric Operations    Department: Electric  
Date: February 7, 2024    FLSA Status: Exempt  
Approved: General Manager    Pay Status: Salary

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To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.

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#### **JOB SUMMARY:**

Under the general direction of the Manager of Electric Operations, the Electrical Distribution Engineer will play a crucial role in ensuring the integrity and efficiency of our electrical system. The ideal candidate will assist in the design, maintenance, and operation of electrical systems to support the delivery of reliable and cost-effective electricity to our customers.

Completes a wide variety of engineering assignments, applying engineering techniques and analyses.

#### **ESSENTIAL FUNCTIONS:**

- Perform all aspects of utility engineering research, design, operation, and maintenance, including working with SCADA, distribution system modeling in both Milsoft WindMil and ArcGIS software, and communication systems.
- Will study, monitor, and adjust the transmission and distribution systems to improve efficiency and reliability.
- Will aid in the design and update of all HUB electrical systems and support systems.

- Will provide design and support for additional systems and packages such as fiber, AMI, OMS, CVR, transmission and distribution automation, radio systems, intelligent electric systems, load studies, and fault calculation.
- Other duties include but are not limited to design of new power lines and upgrading of existing power lines; determine, define, and acquire right-of-ways; develop switching procedures; assist with keeping the system feeders' phases in balance; prepare power contracts and documents for joint use structures; prepare requests for special material and equipment.
- Investigates customer complaints regarding problems and exercises judgment in corrective measures.
- Oversees testing and maintenance of substations and associated equipment.
- Meets with customers and advises on special lighting needs and completes contract requirements.
- Maintains database for joint pole use ownership and invoices appropriate parties.
- Prepares reports and maintains all other recordkeeping requirements.
- Assist in forecasts and budgets monies needed for department on an annual basis.
- Follows all safety guidelines as required by OSHA and the latest edition of the National Electric Safety Code (NESC).

#### **ADDITIONAL RESPONSIBILITIES:**

- Oversees material usage and ensures inventory is kept at acceptable level.
- Updates policies concerning electrical standards and procedures as well as safety issues.
- Participates in training as needed or required by law.
- Attends professional seminars and meetings as deemed beneficial by the General Manager.
- Must be able to report to work within 30 minutes on short notice or must be willing to relocate within 6 months.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Extensive knowledge of, and ability to apply, the principles and practices of management, personnel, and financial administration in the design and implementation of electric construction projects.
- Must have knowledge of HUB service area.
- Considerable knowledge of methods and practices essential to the design, operation, maintenance, and repair of electric operations.
- Ability to develop long-term plans and programs and to make sound decisions on matters of operational policy and administrative problems.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, City officials, and the general public.

- Ability to design and/or supervise the design of electric operation projects.
- Experience in drawing, specifications, surveying, and mapping.
- Ability to prepare technical reports, estimates, electric construction, and cost records.
- Ability to read blueprints.
- Ability to operate a PC with basic skills in Word, Excel, & AutoCAD.
- Knowledge of SCADA operations and parameters.
- Knowledge of Milsoft applications and parameters.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be required to sit and stand for long periods of time without being able to leave the work area.
- May be required to climb ladders, scaffolding, and overhead areas.
- May be required to walk considerable distances while staking out new lines or in emergency situations.
- May be required to stoop or crouch by bending forward at the waist or by bending legs and spine.
- May be required to have color determination (no color blindness).
- May be required to have near acuity for clarity of vision at 20 feet or more; with or without corrective lenses.
- Will be required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing, viewing a computer screen, extensive reading, and/or operation of general office equipment.
- Will be required to clearly and quickly hear work instructions and safety warnings from coworkers or equipment.

### **WORKING CONDITIONS:**

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While not encountered every day, the Employee may be subject to any or all of the following during the course of work:

- Will be required to work both indoors and outdoors.
- Will be subjected to environmental conditions. Some protection is provided from weather conditions, but not necessarily from temperature changes.

- Will be subjected to extreme cold. Temperatures typically below 32 degrees (F) for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- Will be subjected to extreme heat. Temperatures above 100 degrees (F) for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- Will be subjected to noise. There is sufficient noise to cause the Employee to shout in order to be heard above ambient noise level.
- Will be subjected to vibration. Exposure to oscillating movements of the extremities, or whole body.
- Will be subjected to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding, exposure to high heat, or exposure to chemicals. Safety equipment is provided.
- May be required to work and be comfortable at various heights. Safety equipment is provided.

#### **QUALIFICATIONS:**

- Requires a B.S. Degree in Electrical Engineering.
- Willingness to work overtime in emergency situations.
- Above average verbal and written communication skills.